

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 5 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by Wednesday, April 15, 2005, at 3 P.M. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost

accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for over \$500,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES
FOR
CONSULTANT CONSTRUCTION ENGINEERING SERVICES

SERVICE DESCRIPTION / PROJECT ENGINEER MANAGER DESIGNATION:

Primary Prequalification Classification:

Technical Assistance

General Description of Work:

Provide office technician services as needed for road, bridge and miscellaneous construction projects. Also provide permit technician services and permit inspection services as needed for Taylor TSC. The technicians will work under the direction of the Project Manager or designee. All services will be performed as directed by the Project Manager. Engineering services will be needed beginning July 15, 2005 and continuing through July 15, 2006. Full time services will be required as directed by the Project Manager, durations of time will be established at the time of request, (overtime may be necessary as directed by the Project Manager).

This scope of services is for us on projects administered by the Taylor TSC.

General Type of Work:	Office technician services for various construction contract. Permit technician services (1) to conduct permit field inspection of drive way permit, utility work, and roadway alterations for permits, and (2) to review permit applications compliance with specifications and issuing permits as approved by the Project Manager or designee.
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TSC Construction Program: In excess of \$250 Million for FY 2005

Anticipated Start Date of Services: July 15, 2005

Anticipated Completion Date of Services: July 15, 2006

MDOT Project Manager:	Gorette Yung, PE. 25185 Goddard Road, Taylor MI 48180 Phone: 313-375-2401 Fax: 313-295-0822
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Since the necessary services cover many jobs in the TSC are, the services will be Requested on an as needed basis, and will not commence without authorization from the Project Manager.

General:

- A. This scope of Service consists of performing to the satisfaction of the Department those Office Technician Services and Permit Technician Services.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant staff shall conduct themselves with professionalism in carrying out their duties.
- D. At the request of the Department, the Consultant, during the progress of the Services shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further services.
- E. The Consultant agrees to demonstrate knowledge and performance in compliance with the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; and any other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- F. Since this is an as needed service contract, the personnel to be provided by the Consultant shall be subject to the review and approval of the Project Manager. The Consultant must notify the Project Engineer Manager, in writing, of any personnel availability changes from those specified in the Consultant's approved proposal.

Permit Technician and Office Technician Services to be performed by the Consultant

- A. The Consultant to provide confirmation on certifications in the letter of interest for each employee. It is our intent to have staff provided that meet all or several of these qualifications. Multi-tasked individuals are necessary to perform various tasks at various times on the projects.
- B. The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

- C. Office Technician services must be performed in accordance with the Standard Specifications, plans, proposal, the Michigan Construction Manual, the Materials Sampling guide, and all other applicable references, guidelines, and/or procedures manuals. The Consultant shall provide all computer equipment necessary to run the Field Manager system. Office technician staff must be knowledgeable in all aspects of the Field Manager and procedures regarding project record documentation. Project records shall be kept in accordance with the current edition of MDOT's File Manual, and turned over to MDOT following completion of construction. Services may include participation in the finaling process of the project documentation.
- D. Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Sampling Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.
- E. The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Consultant. The Consultant will also arrange, if necessary, meetings for the resolution of such matters and notify the Project Manager.
- F. Prepare such periodic, intermediate, and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
 - 1. Inspectors Daily Reports
 - 2. NPDES Stormwater Operator Reports
 - 3. Moisture and Density Determination Reports (Form 582BM)
 - 4. Inspector's Report of Concrete Placed (Form 1174A-M)
 - 5. Monthly Report on Material Inspection
 - 6. Bi-Weekly Construction Progress Report
 - 7. Force Accounts
 - 8. Contractor Evaluation (Form 1182)
 - 9. Final Quantity Sheets
 - 10. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extension of time.
 - 11. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals.

- G. For Finaling Project Documentation: the Consultant shall final field measure applicable items of work and prepare final summaries for applicable items of work as they are completed. This is to be an ongoing procedure throughout the project.
- H. Materials Reports: Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination , Nuclear Method:, Form 582B, copy to the Lansing Density Technology Unit, 8885 Ricks Road, Lansing MI 48909 will be measured by that unit and reflected on the consultant's evaluation.
- I. Progress: Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extension of time.
- J. Changes/Extras/ Adjustments: Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.
- K. Staff Assignments: The request and scheduling of all services will be on an as needed basis as determined by the Project Manager. No work is to commence or extend beyond the agreed time frame without prior approval of the Project Manager. The need for services as well as the need for overtime will be at the discretion of the Project Manager. Consultant staff will not assign additional consultant staff to any project without prior approval of the MDOT Project Manager, such action will result in non-payment of those additional services. Overtime opportunities will first be made available to the MDOT UTEA members in accordance with the bargaining unit contract. Any additional overtime needs will be offered to the consultant staff in accordance with this scope of services. The Department reserves the right to withdraw any personnel or halt any services no longer required, within a reasonable time after the lack of need for services becomes apparent to the Consultant or the Project Manager.
- L. Consultant response time: Most of the MDOT projects are on expedited schedules where timely inspection and testing services are necessary to insure the smooth operation of the project and the ability to adhere to the aggressive construction schedules. As additional engineering services are identified, the Department needs to be assured that an acceptable response time is provided

by the consultant. Include in your letter of interest, a commitment on response time for providing additional staff to the projects, this time frame will be significant in the selection process.

- M. Consultant Deliverables: Collect, properly label or identify, and deliver to the Department all original dairies, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, Upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
- N. MDOT Needs: The extent of the Department's needs are not completely determined at this time. This contract is being set up as an as needed contract to allow MDOT to bring engineering service staff on board as necessary to supplement the MDOT staff. Services will be necessary on several high profile, complex construction projects. Final contractor progress schedules have not been completed to allow MDOT to fully assess the construction engineering staff needs. Engineering services are expected to be necessary starting September 1, 2004 with weekly or bi-weekly assignments anticipated. **The Department reserves the right to identify engineering service staff, duties and durations to meet the needs of the Department.**
- O. Permit Inspection: The Consultant shall provide inspection duties as-needed for construction permits. The consultant shall assure that all MDOT or federal specifications, guidelines, or laws are being adhered to by the permit holder. The Consultant shall report any non-compliance issues to the Project Manager and also report the plan for correction or medication to bring permit to compliance.
- P. Permit Technician: Permit Technician services must be performed in accordance with the Standard Specifications, plans, proposal, the Michigan Construction Manual, the Materials Sampling guide, Permit guidelines Manual and all other applicable references, guidelines, and/or procedures manuals. The Consultant shall provide be knowledgeable in all computer software necessary to document and issue a construction permit. Permit technician staff must be knowledgeable in all aspects of the Utilities & Permits requirements and procedures. Permit records shall be kept in accordance with the current edition of MDOT's File Procedures, and turned over to MDOT following completion of the permit.

Services to be performed by the Department

- A. The Department will be responsible for the overall contract administration for the MDOT projects to assure that the projects are completed in reasonable conformance with the plans and specifications for Project Acceptance. The Department will also identify and request the necessary construction engineering services needed from the consultants. The consultant services will be on an as needed basis and will be expected to supplement the assigned MDOT staff.
- B. The Project Manager shall furnish to the Consultant, project-specific construction contracts, proposals, plans, plan revisions, written instructions, notice of meetings with the Contractor or other parties related to construction of the project and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- C. The Department shall provide the office Technician staff responsible to maintain the project files in accordance with MDOT procedures. Office Technician assistance may be required in accordance with this contract to supplement the MDOT staff. The inspectors will coordinate with the Office Technician staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

IV. Vendor Payment

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the

price proposal submitted by the vendor and must have prior approval by the MDOT Project Engineer Manager.